

Director of Family Ministries & Mission Job Description

Trinity United Methodist Church, West Asheville

STATUS: Full Time, Salaried

HOURS: Varies, 40 Hours per week

BENEFITS: Health & Dental Insurance to be determined; 2 weeks paid vacation, federal holidays, and days off to make up for church programming that occurs on holidays; continuing education funds available

SALARY RANGE: \$35,000 - \$45,000, commensurate with experience

EDUCATION: Bachelor's degree required; Education background/ training helpful

PREFERRED EXPERIENCE: 5+ years with youth, leadership, camping programs, equivalent internships

TO BEGIN NO LATER THAN JANUARY 1, 2022

Position Summary: The Director of Family Ministries and Mission (DFM) is responsible for the congregational care of children, youth, and families. This includes the development, administration, supervision, and leadership of programs for children, youth and families in the areas of Christian education, discipleship, nurture, mission, and outreach.

Organizational Relationship and Supervision:

The Director of Family Ministries (DFM) reports to the Pastor for spiritual and ministry guidance. The Pastor, in cooperation with the Staff Parish Relations Committee, will provide support and feedback. The DFM will be responsible and subject to United Methodist policy and doctrine, local church policy as determined by the Charge Conference, Pastor, and Staff Parish Relations Committee, and an annual review and assessment. SPRC & the Pastor will conduct quarterly assessments of mutual ministry and job responsibilities.

Attendance at the following meetings is expected: Trinity Leadership Council; weekly Staff meetings.

The Primary Task:

All aspects of the Family Ministries will be driven by the Trinity United Methodist Church (TUMC) mission (to make disciples of Jesus Christ for the transformation of the world) and vision (Belong-Serve-Grow).

1. Oversee and manage all Children, Youth and Family Programs (including Nursery)
2. Develop & implement re-engagement (post-Covid) programs to enhance and grow the Family ministry and help the church grow in their relationships with each other and Jesus Christ
3. Equip families with resources and education to help them become actively and intentionally involved in the spiritual formation and discipleship of their families
4. Develop and direct children, youth and family outreach opportunities (esp. through the Pumpkin Patch)

Responsible for:

1. Leadership through building and oversight of the Family Ministry Team and its members, in alignment with the TUMC's mission and vision.
2. Be an advocate for youth and children and educate the congregation about the hopes, concerns and needs of youth and children in the local church and community.
3. Be a liaison between the church and other community organizations, people, and resources that relate to youth and children and their ministries.
4. Provide general direction, guidance and vision for Christian education such as Sunday school, youth fellowship, Bible studies, Confirmation Classes and special programs, at times coordinating with other ministry teams.
5. Coordinate Sunday school curriculum for children and youth to include children's church and recruit teachers.

Date Approved by SPRC: 09/07/2021

6. Plan, coordinate, recruit and train volunteers for activities such as Pumpkin Patch, Movie nights, weeknight homework help suppers, monthly mission projects/ red wagon, Children's Church, Advent/ Christmas activities and potential 2022 calendar of events.
7. Recruit and provide general direction, guidance, and vision for the youth ministry and Youth Council with a focus on empowering youth leadership.
8. Recruit and provide general direction, guidance, and vision for children's ministry volunteers and quarterly Children's Ministry Advisory Council meetings.
9. Create, implement and administer appropriate policies, procedures and rules to ensure the safety of all children & youth activities, specifically to perform all requirements of TUMC's Safe Sanctuary policy.
10. Administration of children and youth ministry tasks including performance of volunteer background checks, Safe Sanctuary training and documentation, evaluation and purchase of appropriate resources and educational materials including curriculums and supplies.
11. Evaluate the effectiveness of ministry in alignment with TUMC vision.
12. Encourage the creativity and development of leadership skills in your team members. (E.g., quarterly leadership training that includes a regional conference or special training session outside of the church.
13. Create fun outings with the team that is not ministry focused but around team building and friendship.

Additional Responsibilities:

1. Attend and participate in regular scheduled church administrative meetings
2. Contribute to TUMC communications channels such as monthly newsletter, church website, social media postings, bulletin boards, etc.
3. Available to preach, teach and contribute in Sunday morning worship services. (It is important to provide visibility of your support staff in Worship, especially if they are gifted speakers, teachers, etc. so that it doesn't become "out of sight, out of mind," especially if we are becoming intentional about what an intergenerational church really looks like. The children's sermon certainly helps with that as does having our kids serve as greeters and acolytes, but seeing this person, upfront teaching, doing announcements, leading the call to worship always helps. As a new staff member, this will help the congregation get to know them on a different level and perhaps even establish respect.

Personal Requirements and Aptitudes:

1. A mature relationship with Jesus
2. Regular practice of spiritual disciplines
3. Exhibits the fruit of the Spirit and knows how to walk in the power of the Spirit
4. Strong relationship skills
5. Must possess a proven ability to work effectively with youth of all ages, diverse individuals, and teams of volunteers of all ages.
6. Must have excellent written and verbal communication skills, conflict management skills, and computer & media communications skills.
7. Flexibility and the ability to adjust to the needs of our ministry.
8. A healthy balance of work and rest in their life
9. A person of integrity with a good reputation and able to maintain strict confidentiality.
10. Enjoy working as a team, have fun in ministry, share their gifts & energy with congregation at large.

Application Due Date: October 15, 2021

Please send a cover letter & resume with 3 references to the Rev. Nancy D. Walton, Trinity UMC Pastor, nancy@trinitywavl.org Question? 828-253-5471.

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